

Washington County

Job Description



Class Title:	Training & Community Outreach Director	Index Code:	
Division:	Administration	Effective Date:	02/11
Department:	Sheriff	Last Revised:	
Career Service:	Yes	FLSA Status:	Exempt

GENERAL PURPOSE

Performs a variety of administrative and professional duties related (1) to the development, implementation, and teaching of formal training programs for the Sheriff's Office (SO) and (2) to the development, creation and monitoring of community outreach programs. (This is a Civilian Position.)

SUPERVISION RECEIVED

Works under the general supervision of the Sheriff and the Administrative Lieutenant.

SUPERVISION EXERCISED

Directly supervises an average of 30 youths in Law Enforcement Explorer Post #1925 and supervises the SO personnel who assist the Explorer Post.

ESSENTIAL FUNCTIONS

Assesses the need for and determines how to meet the in-service training needs of all SO personnel; instructs, plans, schedules, and coordinates approved in-service training for all SO personnel; recruits other in-house instructors for such training.

Supervises the Explorer Post and is responsible for all its activities and programs.

Designs and carries out Community Outreach plans and programs, including public relations initiatives.

Works with other coordinators to schedule training sessions, e.g., range days, practice sessions, etc. Follows up with the coordinators to obtain the training records; ensures all training records are tracked and logged into the computer.

Coordinates travel/motel arrangements for individuals after outside training has been approved.

Monitors annual POST training hours accumulated by Deputies to ensure the hours are sufficient to maintain certification.

Coordinates all aspects of the FTO/CTO program; tracks documentation of new officers to ensure that all FTO/CTO goals and objectives are met.

Tracks the documentation for the Performance Management Program. Creates forms and charts to measure and monitor the yearly results of the program.

Coordinates, issues and tracks Sheriff's Office equipment, e.g., intoxilyzers, tasers, hand-held radios, cell phones, etc.; makes recommendations to administration regarding equipment purchases.

Sees that regular vehicle maintenance is given to the Sheriff's Office fleet vehicles assigned to the Training Bureau.

Coordinates special programs as assigned.

Minimum Qualifications

1. Education and Experience:

- A. Graduation from college with at least a Bachelors Degree, and
- B. Five (5) years prior job related experience with a strong background in corrections and/or law enforcement;

Or

- C. An equivalent combination of education and experience

2. Special Requirements:

- A. Must be a POST Certified Instructor or become a POST Certified Instructor within one year of employment.

3. Required Knowledge, Skills, and Abilities:

Ability to exercise discretion and independent judgment in assessing and meeting the SO's training needs and in assessing and meeting the SO's community outreach needs.

Effective interpersonal communications skills, written and verbal; respectful, tactful, and courteous in all interactions with co-workers and the public.

Creative ability and visual graphics design ability.

Good organizer, meticulous, and good public speaker at ease moderating large groups.

Must be able to evaluate in-service training, instructors and materials effectively.

Knowledge of Windows, Power Point, Open Office, Word, Excel, or similar programs required

Requires regular use of a desk top computer; frequent use of printer, copier, video equipment, telephone system; occasional use of police equipment, e.g., firearms, shotguns, etc.

4. Work Environment

Incumbent of the position usually performs in a typical office setting with appropriate climate controls. Work schedule fluctuates; requires week end work. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking, and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.